

## FORESTRY SUPERVISOR

### NATURE OF WORK

This is responsible professional and supervisory work in organizing, implementing and supervising the activities of the Forestry Section.

Work involves responsibility for planning, scheduling and monitoring daily work of forestry crews; overseeing personnel and equipment involved in forestry field operations including planting, maintaining, trimming and removing trees on public property. Work also involves the preparation and administration of annual section operating budget. This employee exercises considerable independent judgment within the framework of departmental policies, rules and regulations. General supervision is received from an administrative superior with work being evaluated through meetings, reports, observation and overall effectiveness of activities, programs and projects. Supervision is exercised over subordinate regular, seasonal employees, and volunteers.

### EXAMPLES OF WORK PERFORMED

Interviews, hires, develops training programs, evaluates and handles disciplinary matters of subordinate employees.

Schedules, plans, supervises, participates in and evaluates the daily field operations of the Forestry Section related to the planting, scheduled maintenance, trimming and removal of trees on City property, and to activities related to identification and treatment of diseased, damaged, and insect infested trees; determines work priorities and communicates and coordinates assignments to subordinate crew leaders and other staff.

Coordinates response to storm damage and emergency trimming.

Reviews street and utility construction plans to determine and to mitigate impacts on trees on City property.

Prepares projections and justifications of personnel, equipment and supply needs for budget purposes; monitors expenditures of the Section operating budget.

Acts as staff resource to the Community Forestry Advisory Board.

Enforces City tree ordinances, subdivision standards and guidelines, design standards and municipal specifications.

Provides guidance to and interacts with community residents and organizations in the planning and implementation of tree planting and maintenance projects on City property.

Seeks outside funding support. Researches, prepares and administers grants. Researches and assists with establishment of street tree improvement districts.

Develops bid documents necessary to contract with private companies to plant, maintain and remove trees on City property. Plans and monitors contractual work, reviews work in progress and resolves problems.

Prepares and maintains records on tree planting activities, trimming and removal. Prepares annual report for forestry operations.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of urban forestry principles and practices, including methods, techniques, equipment, tools and materials used in planting, inspecting, trimming, removing, and treating trees.

Thorough knowledge of tree species common to Lincoln's geographic region.

Thorough knowledge of efficient personnel and equipment utilization techniques and practices.

Thorough knowledge of occupational hazards of all phases of tree maintenance work and property safety precautions necessary to protect employees, the public and property.

Considerable knowledge of integrated pest management and tree-related insect and disease problems and proper control measures.

Ability to plan, assign, and supervise and inspect the work of subordinate personnel and volunteers.

Ability to develop and deliver training materials and sessions for staff and for volunteers.

Ability to determine the presence of tree diseases structural deficiencies, harmful insects, and to diagnose or access expertise to determine preventative or curative measures for control.

Ability to communicate effectively, both orally and in writing.

Ability to prepare clear and concise reports and to maintain accurate records.

Ability to establish and maintain effective working relationships with subordinates, co-workers, City officials, community residents, agencies and organizations.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with a degree in forestry, urban forestry, horticulture or related field and considerable experience in urban forestry and commercial arboricultural work including progressively responsible supervisory experience in a municipal forestry organization.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in forestry, urban forestry, horticulture or related field and experience in urban forestry or commercial arboricultural work; or any combination of training, education and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession and maintenance of a valid City of Lincoln First Class Arborist license and a Nebraska Certified Pesticide Applicator's license within six months of appointment.

Possession and maintenance of certification as an Arborist by the International Society of Arboriculture within six months of employment.

11/2010

PS5521